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20 December 1956

MEMORANDUM FOR: Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT : Weekly Report #51

I. COMPLETED PROJECTS

None

II. NEW PROJECTS

None

III. PROJECTS IN PROCESS

1. 5% Training Policy - A summary of the courses considered by this staff as required by [ ] follows:

Type of Course	Total Courses	DD/I			DD/P			DD/S		
		App.	Disapp.	Pend.	App.	Disapp.	Pend.	App.	Disapp.	Pend.
Formal	60	16	1	6	6	0	0	29	1	1
OJT	34	4	0	1	1	0	0	13	0	15
Totals	94	20	1	7	7	0	0	42	1	16

2. Job Training Course Study - [ ] is now assisting the Management Staff to modify its job training courses which were not approved at the time of the initial survey.

3. Training Requirements for the Clandestine Services - Forms being revised; other components have been asked for modifications necessary to their sections.

4. OTR Regulation, "Publications" - First draft prepared.

5. OTR Regulation, "Review of Non-OTR Training."

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JOB NO. 58-000394 BOX NO. 5 FLD NO. 1 DOC. NO. 1 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST. 22  
NEXT REV DATE 09 REV DATE 13-2-77 REVIEWER [ ] TYPE DOC. 02  
NO. PGS. 3 CREATION DATE [ ] ORG COMP [ ] OPL [ ] ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH: HR 70-3

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#### IV. MEETINGS ATTENDED

##### 1. Career Opportunities in the American Intelligence Service

On 17 December 1956, a meeting was held in the IG's office attended by [ ] Col. Stanley Grogan, Mr. R. Jack Smith, [ ] and [ ] to discuss the draft of a proposed brochure to aid recruitment of professional personnel for the Agency. It was concluded that (1) a brochure on this subject should be published and used for recruitment purposes, (2) the brochure should have as its target professional level personnel, (3) the treatment of the JOT program in the brochure should be presented so that those who fail to qualify for it and who accept employment with the Agency do not feel they have been recruited as "second class citizens," (4) all references to the American Intelligence Service should be deleted, (5) the DD/I proposal of having a separate brochure for the recruitment of economic analysts would set up intra-Agency competition and that the single brochure should endeavor to meet ORR's requirements along with everyone else's, and (6) OTR should re-draft the brochure along the lines of the written comments and the guidance given as a results of the meeting.

##### 2. [ ]

Messrs. [ ] Office of Personnel, discussed modifications in the procedures required by [ ] for the registration of EOD's in the IOC by OP. Certain modifications in Form 73 (green sheet) were agreed upon which will permit OP to continue the new procedure with only a small increase in workload.

#### V. PUBLICATIONS

##### 1. OTR Catalog

Headquarters Catalogs 100-1 and 101-1: Proofs, for final check, received in PPS. Revised intra-Agency distribution estimate: January.

##### 2. OTR Bulletin

a. Issue 22, January, General edition only, will be distributed to approximately 900 CIA executive and line supervisors.

b. Issue 23, February, will be distributed in the General and Clandestine Services editions. School and Staff Chiefs are requested to advise personnel attending staff meetings that news items, course announcements, articles, and other materials exclusively of interest

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to DD/P personnel should be readied for the quarterly CS edition on or about the deadline of 15 January.

VI. ERRATA

25X1 1. [ ] SIC, was referred to as "Mrs." erroneously in last week's report. Our apologies, Jack.

25X1 2. Mr. [ ] was referred to as "Mrs. [ ] Again our apologies. 25X1

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13 December 1956

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report #50  
Plans and Policy Staff

I. COMPLETED PROJECTS

1. Language Development Program

On 8 December completed and coordinated a draft of Notice [ ] subject: Language Development Program. This draft was approved by the Assistant Executive Officer DD/P and the Chief, Language and Area School. It is prepared for the signature of DCI for distribution to all personnel of the Agency, both at Headquarters and at [ ] foreign field installations. This notice describes the Language Development Program and urges the participation of both operating officials and employees in putting the program into effect. On 9 December completed a re-draft of Agency [ ] same subject, which puts into effect the decisions of the Career Council on the policies and responsibilities governing the program. On 10 December concurrence by DD/1, DD/S, and DD/P representatives was obtained in a meeting called for this purpose by the Inspector General prior to including this matter on the agenda of the CIA Career Council.

2. Action Operations Unit

1. Completed a draft summary of attempts by the OTR to establish an action operations unit at [ ] for transmittal by the DDS to the DCI in response to the latter's conclusion that "there should be a group of experienced personnel available to be sent anywhere in an emergency situation." Since the DD/P was also asked to comment on the DCI's observation, it was concluded that OTR and DD/P representatives should get together and work out a mutually agreeable solution to the problem before making any specific recommendations on the details of the unit. In the course of these discussions, it was learned that the DD/P favors the basic and reserve training of such a group but does not favor establishing an action group in being. DD/P prefers a solution which would allow people to be ear-marked on a stand-by emergency basis which would come together as a group only for a refresher or course training.

JOB NO. [ ] EOX NO. [ ] FLD NO. [ ] DOC NO. 2 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST. 22  
NEXT REV DATE 09 REV DATE 13-12-77 REVIEWER [ ] TYPE DOC. 02  
NO. PGS 5 CREATION DATE [ ] ORG OCMR / [ ] ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH. AA 763

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Each employee, when not in a training status, would be employed in some Headquarters or field assignment corresponding to normal duties in the Clandestine Services. OTR believes that a mutually agreeable solution could be found by combining the features of its original proposal with the method DD/P favors and will pursue this objective.

## II. NEW PROJECTS

None.

## III. PROJECTS IN PROCESS

### 1. 5% Training Policy

a. On the site discussion concerning five FBID/00 job training courses was held with [redacted] FBID training officer [redacted] and [redacted] of the [redacted] of SIC accompanied [redacted] because of the instruction in Communist propaganda given in the training. Additional information on the methods of instruction used during the job training will be forwarded to OTR.

b. On the site discussions concerning eleven job training courses in the Office of Logistics were held with the training officer and Office of Logistics personnel who supervise the job training courses in the warehouse, the messenger center and the Agency telephone center. All of these courses were approved although additional suggestions were made to the supervisors concerning the development of skill lists for use with the trainee as a guide to his progress in the training.

### 2. Training Requirements for the Clandestine Services -

Forms being revised, other components have been asked for modifications necessary to their sections.

3. OTR Regulation. "Publications" - First draft prepared.

4. OTR Regulation, "Review of Non-OTR Training."

*are we using this Xmas shopping period?*

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#### IV. MEETINGS ATTENDED

1. CSTC, 11 December 1956

a. The committee reported that it is making arrangements with the DD/P Publications Officer to furnish the Plans and Policy Staff with pre-publication drafts of DD/P regulatory issuances. This will enable OTR instructors to become aware of the changes which may effect their instruction before publication.

b. The CI Staff has prepared a memo to the DTR (now on [redacted] desk) concerning new instructions on the policy governing the assignment and use of pseudonyms and cryptonyms.

2. Support Planning Committee Meeting

Mr. Blake, Admin Officer of the EE Division briefed the committee on the 1959 Country Estimate for the EE Division and indicated that there would be little or no change in the support requirements in the coming year. The only item of particular interest to the Office of Training was the probable requirement for training six to eight air officers as replacements for those now overseas.

[redacted] Admin Officer for the SR Division briefed the committee on the 1959 Country Estimate for SR. Mr. [redacted] indicated a potential increase of personnel within the Division on the basis of a recent IG inspection. However, by a subsequent telephone call, he continued the view that there would be little, if any, increase in SR requirements for OTR support.

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25X1 [ ] met with members of the Staff to coordinate an FI paper on the development of an activist Reserve within the Agency. This paper outlined the initial steps for identifying Agency personnel who possess the required qualifications to be considered for such a Reserve. It was agreed that the Office of Training and the Clandestine Services would work out the details regarding the training and employment of these individuals if the concept is approved by the Director.

V. PUBLICATIONS

1. OTR Catalog

Headquarters Catalogs 100-1 and 101-1; estimated distribution, 15 to 25 December. Proofs, for final check, due in PPS this week.

2. OTR Bulletin

a. School and Staff Chiefs are requested to remind personnel attending staff meetings that news items, course announcements, articles, and other materials for inclusion in the January issue must reach the Editor on or about the deadline of 17 December.

b. Issue 22, January, General edition only, will be distributed to approximately 900 executive and line supervisors of CIA.

3. OTR Poster

25X1 DD/I, DD/S Training Officers, and Management Staff Distribution Officers, this month have begun locally to post the OTR Poster on Agency Employee Bulletin Boards. Inauguration of this new distribution system for the first time assures OTR of immediate poster impact. Unfortunately, to date, this DD/I and DD/S cooperation with OTR has not been paralleled by the Clandestine Services Training Committee of DD/P, despite the request made to them by [ ] PPS liaison officer to DD/P. It is believed that the Division Training Officers of DD/P would be pleased to assist OTR in local posting of one or two OTR posters each month, should the CSTC see fit to make them privy to the proposal. 1r.  
25X1 [ ] will make another attempt to solicit their cooperation in the near future.

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4. Training Officer Meetings

DD/I Training Officer Meeting 3rd Tuesday 1030 hours  
DD/S Training Officer Meeting 4th Tuesday 1030 hours  
DD/P Training Officer Meeting Every other  
Wednesday 1400 hours

25X1 [redacted] coordinates DD/I, DD/S agendas.  
coordinates the DD/P agenda.

5. Course Schedules

School and Staff Chiefs are requested to advise personnel attending staff meetings that OTR course schedules no longer will be distributed to non-OTR components (see memo for Staff and School Chiefs, Branch Chiefs, and Chief Instructors, from Chief, Plans and Policy Staff, subject: Material for Inclusion in OTR Bulletin - Course Schedules, dated 12 December 1956).

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